

## **EDITED TASK LISTING**

**CLASS:                    ACCOUNTING ADMINISTRATOR I (SPECIALIST)**

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*NOTE: Each position within this classification may perform some or all of these tasks.*

1.	Research, develop, and monitor policies and procedures related to accounting operations utilizing State Administrative Manual (SAM), Generally Accepted Accounting Principles (GAAP), Financial Information Memorandum (FIM), CALSTARS, Inmate Trust Accounting Systems (ITAS), Departmental Operations Manual (DOM) and rules and regulations issued by Control Agencies to provide guidelines to departmental staff (i.e., accounting, management, other program staff).
2.	At the direction of management resolve problems related to statewide issues that may impact divisions within the department's financial operations for standardization utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies.
3.	Provide training to Accounting Office professional staff to implement new procedures, accounting changes, and/or perform specific tasks utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies.
4.	Monitors internal (peer reviews, spot audits, etc.) and external (Control Agencies) departmental audits and develops tools to correct and prevent financial audit findings utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies.
5.	At the direction of management, analyze and interpret financial reports to ensure the integrity of the departments' financial condition and identifies options for managements' decisions utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies.
6.	At the direction of management, develops and maintains statistical financial data (i.e., adhoc reports, cost benefit analysis, etc.) for the Office of Financial Management (OFM) to respond to internal (i.e., program staff, management, directorate, etc.) and external stakeholders (i.e., DOF, legislature, media, etc.) utilizing CALSTARS and other data retrieval systems.
7.	At the guidance of management, prepares correspondences for direction, implementation and/or clarification of financial policies and procedures utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by Control Agencies, and other departmental memorandum.
8.	At the direction of management, effectively communicate with the general public, all levels of staff, and Control Agencies utilizing the most efficient technology to successfully complete their assignments.